

NATIONAL ABACA RESEARCH CENTER

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

NAME OF ADMINISTRATIVE STAFF: MARIA ZAIDA A. FLORES

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.94	70%	3.458
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.59	30%	1.377
		TOTAL	NUMERICAL RATING	4.835

TOTAL NUMERICAL RATING:	4.835
Add: Additional Approved points, if any:	
TOTAL NUMERICAL RATING:	4.835

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Reviewed by:

m

ROMEL B. ARMECIN

NARC, Director

MARIA ZAIDA A. FLORES
Name of Staff

Recommending Approval:

ROMEL B. ARMECIN NARC, Director

Approved:

SANTIAGO F. PEÑA JR. Vice- President for RE&I



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VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIA ZAIDA A. FLORES, Administrative Aide III of the National Abaca Research Center-Visayas State University commits to deliver and agree to be rated on the attainment of the following targets in accommance with the indicated measures for the period January 2024 to June 2024.

MARIA ZAIDA A. FLORES

Approved: RCMEL B. ARMECIN

Ratee	Director	r, NARC 7/12/24	- Antonio / Antonio -	-		denteral full commencer of the			
MFO & Performance	Succes Indicators	Tasks Assigned	Target	Actual Accomplishments		R	Remarks		
Indicators (PI)		, and a second			131	E ²	T ³	A ⁴	
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	Disbursement Voucher Travel Order Trip Tickets Inspection Report Cash Advances	3 4 3 3	8 15 8	1-1,1-1-	イルルル	41177	44-17	
	Liquidation Report Itinerary of Travel Application for Leave Job Request	1 1 2 2 2	2 6 Ce	441	1-	1-1-1	4.67	
Number of Incoming & Outgoing Communication/Internal Clearance VSU Staff	Records Communication	15	45	T.	2	1	1	mary talang ang mang ang mang mang mang mang man
prepared for lab.enalysis fabrication of stripping machine	Prepares encodia, printing and handedbills to requesting person/other units	1	1	4	[5	4.67	
Personnel facilitated & updated	consolidate	1	3	3-	ī	1	Ţ	
documents consolidated/filed	Consolidates NARC documents files	15	30	T	1	5	5	ancian manasarian (ang Egonomin Egonomin , ng Galaginga
meetings/other activities facilitated	activities	2	6	5	ī	5	7	merit mensterenterföremterfeter, i felylelete
Number of Attendance to Meetings/Trainings/Worksh op/Conferences & thru face to face & Virtual Web nar		2	5	5	7	7	2	
No. of documents prepared/processed/release d w/n the day approved by the Director (error free documents)	90%	45%	952	4	4	5	4.33	

produced and analyzed of production is a finish and a production of the production o									
j. - 7////////////////////////////////////	Number of Treasurer's Report prepared	Financial Report center activity	1	3	1	1	1	5	America manusistratine (glicometro) potes - deligori (m
Other Services	Number of Committee Member	Does task assigned as member of the Committee	2	3	J	J	1_	2	pangai membupaning panandapatan terbanjan
	aDDRC Assignment	Assist to facilitates/records /coding of ISO decuments for submission & perform other duties & responsibilities	10	25	3	5	5	1	and an annual and an annual and an
Total Over-all Rating	enteriorismetraniti varadinoqueljamajohimi ; literiolamonomomonimetrani ; atorismontella	mentakan "Atanian-proposansi terakansi terakaturuh panantintati. Atuah menerintan dinantintah sanaturuh	termentalphanis (State distribution and second	kontartina koi -eneraliyeteiskalijyeneeleeljoidut - kystinasjohan jousanen audoskunasionaussi vasa				4.94	annis, assessinavavavistikaman astolari, viteorista
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(with copy of approval)	and developments are remained beautiful or of particular remaining and are a second or or of the			Leval &	()	ne		1	
FINAL RATING	- A long and the second	4-94		1					
ADJECTIVAL RATING	angeneral contract co	Outstanding		Test.					

Evaluated & Rated by:

Recommending Approval:

Approved by:

ROMEL B. ARMECIN

NARC, Director

IVY C EMNACE

Director for Research

Vice President OVPREI

Exhibit I

PERFORMANCE MONITORING

Name of Employee: MARIA ZAIDA A. FLORES

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplis hed	Quality of Output*	Over-all assessment of output**	Remarks/ Recommen- dation
Prepa	ration of:							
1	Frontlining	No Complaint	January 1, 2024	June 30, 2024				Needs to participate
2	Prepared, Encoded, Compiled ISO documents	5	January 1, 2024	June 30, 2024	15	Very Impressive	O	trainings related to the
3	Number of Outgoing Communication/Letter Request prepared	4	January 1, 2024	June 30, 2024	8	Very Impressive	0	assigned task
4	Number of Job Request Prepared	2	January 1, 2024	June 30, 2024	5	Very Impressive	0	
7	Number of Prepares IPCR (Target & Accomplishment CY-2021)	1	July1, 2023	June 30, 2024	2	Very Impressive	0	
8	Numbers of PPMP & PRs prepared/submitted	1	January 1, 2024	June 30, 2024	2	Very Impressive	0	
9	No. of standard government forms	37	January 1, 2024	June 30, 2024	115	Very Impressive	0	
10	Number of Incoming & Outgoing Communication/Internal Clearance VSU Staff	15	January 1, 2024	June 30, 2024	45	Very Impressive	0	

	accountability						
11	Number of Bills of payment prepared for lab.analysis/fabrication of stripping machine	1	January 1, 2024	June 30, 2024	1	Very Irapressive	0
12	Number of PDS,CV,PDF of Faculty & Staff & JO Personnel facilitated & updated	1	January 1, 2024	June 30, 2024	3	Very Impressive	0
13	Number of NARC documents consolidated/filed	15	January 1, 2024	June 30, 2024	30	Very Impressive	0
14	Number of NARC activities such as NARC staff meetings/other activities facilitated	2	January 1, 2024	June 30, 2024	6	Very Inapressive	0
15	Number of Attendance to Meetings/Trainings/Workshop/ Conferences & thru Virtual Webinar	2	January 1, 2024	June 30, 2024	5	Very Irapressive	0
16	Number of Treasurer's Report prepared	1	Mo	onthly	3	Very Impressive	0
17	Number of Committee Member incoming phone calls	2	January 1, 2024	June 30, 2024	3	Very Impressive	0
18	dDRC Assignment	10	January 1, 2024	June 30, 2024	25	Very Irapressive	0

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARIA ZAIDA A. FLORES Performance Rating: OUTSTANDING
Aim: To have smooth office operation.
Proposed Interventions to Improve Performance:
Date: January 1, 2024 Target Date: June 30, 2024
First Step:
Process office documents.
Assists entertaining visitor and clients.
Result:
Quick and effective processing of documents. Visitor and clients satisfaction
VISITOL AND CHERTS SATISTACTION
Date: January 1, 2024 Target Date: June 30, 2024
Next Step:
Assist the director in conducting center's activities and render overtime if necessary.
Outcome:
Effective implementation of the centers activities.
Final Step/Recommendation:
Needs to participate trainings related to the assigned task.
result to participate trainings related to the assigned task.
Draw and hou
Prepared by:
/ Duy
ROMEL B. ARMECIN
Uhit Head

Conforme:

MARIA ZAIDA A. FLORES
Name of Ratee Faculty/Staff



NATIONAL ABACA RESEARCH CENTER

Exhibit O"

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 to June 30, 2024

Name of Staff: MARIA ZAIDA A. FLORES

Position: Admin. Aide III

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. C	ommitment (both for subordinates and supervisors)	1		Scale	;	
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	(4)	3	2	1
3	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	(5)	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co- employees who fail to perform all assigned tasks	5)	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	56	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	(5)	4	3	2	1
9	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5 (4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	(5)	4	3	2	1
	Total Score	9				
	eadership & Management (For supervisors only to be rated by higher supervisor)		/	Scal	Э	



NATIONAL ABACA RESEARCH CENTER Visayas State University, Baybay City, Leyte Email: narc@vsu.edu.ph Website: www.vsu.edu.ph Phone: 053-565-0600 local 1058

			-			
	Total Score					
5.	Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
3.	Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
2.	Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1

Overall recommendation	:						
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ROMEL B. ARMECIN Director, NARC

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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